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GOVERNOR

State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Fiscal Officers
All ISIS Agencies

FROM: Jerry Luke LeBlanc
Commissioner of Administration

DATE: September 12, 2005

SUBJECT: Reimbursement of Overtime for Hurricane Katrina

The Division of Administration has received several questions regarding the memorandum dated September 6, 2005, on the subject of coding of expenditures and tracking lost revenues related to Hurricane Katrina. This directive is being issued to address questions regarding the payment and reimbursement of overtime related to Katrina.

The Federal Emergency Management Agency (FEMA) has advised that they will not reimburse the cost of overtime related to Katrina if a pre-disaster policy does not pay employees for overtime. However, if a pre-disaster local or state provision exists to pay overtime during emergency situations, FEMA will reimburse the cost of overtime. FEMA will not reimburse for the value of compensatory leave earned. If an agency would have normally compensated employees at the straight time rate, and elects to compensate at the 1.5 rate for overtime related to the hurricane, it is unlikely that the full amount will be reimbursed.

Agency personnel should ensure their operational budgets cover any overtime costs incurred that may not be reimbursed by FEMA.

Supporting documentation for payment of overtime must be maintained and provided to FEMA upon request.

Please contact the Department of State Civil Service at 342-8274 for questions related to overtime policies. Contact the Office of Planning and Budget at 342-7005 for questions related to budget issues.